

January 6, 2012

Subject: Tuition Assistance Applications

Dear Parents;

If you wish to apply for tuition assistance for your family for the 2012-2013 school year, please complete the [TADS application](#) by the **February 1, 2012** priority deadline. Families who apply by this date will receive priority consideration for tuition assistance funds.

When completing the application, please submit the required supporting documents to TADS. An application will not be considered final (nor will it be reviewed) until the supporting documentation is received. We understand, due to this early deadline, that the most current tax forms you may have on file will be from 2010. Please submit these documents to TADS and once you obtain more current information, submit those to TADS.

A family only needs to complete one TADS application, regardless of the number of students at Holy Family. New incoming students must have a completed 2012-13 [Application for Enrollment](#) on file with Holy Family prior to submitting the TADS application.

There are four basic steps to the TADS application process:

1. Print and complete the [TADS Aid Application Worksheet](#).
Completing the worksheet will assist you in gathering and organizing the information you will need to complete the TADS Aid Application. The worksheet is not required, but it is helpful to the process.
2. Complete the [TADS Aid Application](#) on-line by February 1, 2012. If you are unable to complete the application on-line, please call or email me and I will send you a paper application.

The aid application should be completed as soon as possible, even if you have not yet completed your 2011 Income Taxes. There is a TADS processing fee of \$34.00 which is required to submit your application. If you have special circumstances to communicate to the Tuition Assistance Committee, please include a written letter with the supporting documents. Also, leave Section 24 (Special Code Information) blank.

3. Fax, up-load or mail your required supporting documents to TADS (refer to application for instructions). Include your TADS ID# on the documents.
 - a. Most recent W2 statements
 - b. Most recent paystubs
 - c. Most recent federal 1040 tax form and supporting documents (If 2011 is not complete, submit 2010).
 - d. Most recent corporate and partnership tax return, if applicable
 - e. Documentation for all other sources of income (social security, welfare, food stamps, unemployment, child support, workers compensation, etc.)
 - f. Documentation for miscellaneous debts, excluding real property
 - g. Any 1099's
4. Once 2011 tax forms are completed, please submit to TADS.

If you have specific questions, please do not hesitate to contact me.

Sincerely,

Gayle Morin, Accountant
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